ARMED HOLD – UP

Persons Involved

1. Don't be a hero - stay calm. Your safety and the safety of those around you is of paramount importance. If you're not directly involved, stay out of it.

2. Don't argue - obey the bandit's instructions, but do only what you are told and no more. Do not volunteer any information.

3. Be deliberate in your actions if you are ordered to do something by the bandit. Avoid sudden movements.

4. Don't stare at the bandit - avoid direct eye contact.

5. If possible, make a mental note of everything you can about the bandit -In particular note speech, mannerisms, clothing, scars or any other distinguishing features such as tattoos.

6. Once the bandit has left, without putting yourself at risk and if nobody else has already done so, try and observe any vehicle used by the bandit. Take particular note of the registration number, type, colour and any distinguishing features.

7. After the bandit has left, render assistance to any person who has been injured and ring the Campus Emergency Number.

8. Record your **observations** in writing as quickly as you can after the Hold-Up. The Police need individual impressions of what happened, uninfluenced by others.

Note: If area is fitted with security alarm, only activate when safe to do so

Observations:-

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